

PL-500T00: Microsoft Power Automate RPA Developer

Course Code: PL-500T00

Duration: 4 days

Instructor-led Training (ILT) | Virtual Instructor-led Training (VILT)

OVERVIEW

Announcing the Microsoft Certified: Power Automate RPA Developer Associate certification.

RPA developers have a keen interest in providing automated solutions for their organizations. These developers have experience reviewing solution requirements, creating process documentation, and designing, developing, troubleshooting, and evaluating solutions. Their responsibilities include working with business stakeholders to help improve and automate business workflows. In addition, they collaborate with administrators to deploy solutions to production environments.

Candidates for this **PL-500T00: Microsoft Power Automate RPA Developer** course automate time-consuming and repetitive tasks by using Microsoft Power Automate. They review solution requirements, create process documentation, and design, develop, troubleshoot, and evaluate solutions. Candidates work with business stakeholders to improve and automate business workflows. They collaborate with administrators to deploy solutions to production environments, and they support solutions.

SKILLS COVERED

- Design RPA solutions
- Develop RPA solutions
- Deploy and manage RPA solutions

WHO SHOULD ATTEND?

If you're a developer with a keen interest in providing automated solutions for your organization, this certification could be a great fit for you. You automate time-consuming and repetitive tasks by using Microsoft Power Automate. You review solution requirements, create process documentation, and design, develop, deploy, integrate, troubleshoot, and evaluate solutions. Working with business stakeholders, you help to improve and automate business workflows.

PREREQUISITES

Candidates should have experience with JSON, cloud flows and desktop flows, integrating solutions with REST and SOAP services, analyzing data by using Microsoft Excel, VBScript, Visual Basic for Applications (VBA), HTML, JavaScript, one or more programming languages, and the Microsoft Power Platform suite of tools (AI Builder, Power Apps, Dataverse, and Power Virtual Agents).

MODULES

Module 1: Take your first steps with Power Automate for desktop

Learn how to get started with the Microsoft Power Automate for desktop console and flow designer. The console helps you create and handle flows, while the flow designer is the development environment of the platform.

Learning objectives

In this module, you will:

- Explore the console and the flow designer.
- Learn how to use the core features of the Power Automate for desktop platform.

- Create and run a flow.

Prerequisites

Power Automate for desktop should be installed.

Module 2: Power Automate for desktop development essentials

Learn how Power Automate for desktop handles common development concepts and tasks, such as actions, variables, conditionals, and loops.

Learning objectives

In this module, you will:

- Create a flow from scratch using the flow designer
- Learn how to use actions and variables
- Understand the testing and debugging features of the flow designer
- Configure the error handling properties of individual actions
- Comprehend the use of UI elements and images
- Use subflows to compartmentalize and reuse parts of a flow

Prerequisites

A basic understanding of how to use the Power Automate for desktop console and flow designer.

Module 3: Build your first Power Automate for desktop flow

This module introduces the basics of Power Automate for desktop flows and explains how to build the first flow to help automate a repetitive task.

Learning objectives

In this module, you will:

- Learn about Power Automate for desktop flows.
- Learn how to create a new desktop flow.
- Record actions that are performed in the desktop-based Contoso Invoicing application.
- Perform a test run of the new desktop flow.

Prerequisites

- Basic understanding of Microsoft Power Automate.
- Recommended – View lab instructions on a separate device or in a printout.

Module 4: Define input and output parameters in Power Automate

This module defines input and output parameters for desktop flows, which will allow your flows to be more comprehensive and useful.

Learning objectives

In this module, you will:

- Create a desktop flow with predefined inputs.
- Record actions that are performed in the desktop-based Contoso Invoicing application by using these inputs and capturing application data for output.
- Perform a test run of a new desktop flow with a new set of inputs.

Prerequisites

A basic understanding of Microsoft Power Automate and Power Automate for desktop.

Module 5: Integrate desktop flows with Outlook connector in Power Automate for desktop

This module will show how to build on an existing gateway to integrate Microsoft Outlook with a desktop UI flow.

Learning objectives

In this module, you will:

- Create a new solution to package the complete invoice processing solution.
- Create a new cloud flow that initiates the invoicing process through receipt of an email.
- Integrate a desktop flow into a cloud flow.
- Test the new cloud flow.

Prerequisites

Basic understanding of Microsoft Power Automate. This module builds from the Build your first Power Automate for desktop UI flow, the Use input and output parameters, and the Create a Gateway to Desktop UI flow modules.

Module 6: Connect a cloud flow to desktop flows in Power Automate for desktop

Gateways allow desktop flows to connect to other services and use robotic process automation (RPA) to its fullest potential. This module explains how to use those gateways as a foundation for integrating other technology with cloud flows.

Learning objectives

In this module, you will:

- Create a cloud flow.
- Configure the on-premises data gateway to enable the cloud flow to run the desktop flow on your device.

- Add the desktop flow to the new cloud flow.
- Test the new cloud flow.

Prerequisites

Basic understanding of Microsoft Power Automate. This module builds from the Build your first Power Automate for desktop flow and the Use input and output parameters modules.

Module 7: Use AI Builder to process invoice forms in Power Automate

This module explains how to integrate AI builder into an existing API-based flow to facilitate a robust automated process.

Learning objectives

In this module, you will:

- Build a new AI model for form processing.
- Train the new AI model to process Contoso Invoice forms.
- Integrate the new AI model into an existing cloud flow.
- Test the updated cloud flow and associated AI Builder-based predictions.

Prerequisites

Basic understanding of Microsoft Power Automate. This module builds off the Build your first Power Automate for desktop UI flow, the Use input and output parameters, the Create a Gateway to Desktop UI flow, and the Integration with Outlook connector modules.

Module 8: Use the Teams connector in Power Automate

A fully automated process joins many concepts and capabilities in Power Automate. This module shows how to bring those concepts

together to build a robust automation that involves multiple programs.

Learning objectives

In this module, you will:

- Integrate a Microsoft Teams-based approval model and the associated conditional logic into an existing cloud flow.
- Integrate the desktop flow for entering the invoice information into the approval process.
- Integrate Microsoft Outlook-based approval/rejection notifications into the invoice process.
- Test the end-to-end invoice processing cloud flow.

Prerequisites

Basic understanding of Microsoft Power Automate. This module builds off the Build your first Power Automate for desktop flow, the Use input and output parameters, the Create a Gateway to Desktop flow, the Integration with Outlook connector, and the Use AI builder to process invoice forms modules.

Module 9: Run a Power Automate for desktop flow in unattended mode

When building robotic process automation (RPA), you can't always monitor the flow. This module demonstrates the solution for this issue by explaining how to run your UI and API flows unattended.

Learning objectives

In this module, you will:

- Run a basic desktop flow in unattended mode.

- Run a desktop flow and cloud flow scenario in unattended mode.
- Learn best practices and setup for unattended desktop flows.

Prerequisites

A paid unattended RPA license to do the exercises in this module; unattended trial licensing is not available. Basic understanding of Microsoft Power Automate. This module builds off the Build your first Power Automate for desktop UI flow, the Use input and output parameters, the Create a Gateway to Desktop UI flow, the Integration with Outlook connector, the Use AI builder to process invoice forms, and the Use Teams connector and adaptive cards modules.

Module 10: Optimize your business process with process advisor

With the process advisor capability in Power Automate, you can record existing business processes and analyze them to increase efficacy by tracking completion times and mapping various actions that are involved. The first step to automating a solution is knowing the process, and process advisor helps simplify that task.

Learning objectives

In this module, you will:

- Create your first recording.
- Edit recordings and group actions.
- Analyze recordings and interpret results.

Module 11: Handle variables in Power Automate for desktop

In flow development, you may need to reuse information in various actions. Variables act like storage bins that save valuable information for later use when a flow is running.

Learning objectives

In this module, you will:

- Create, edit, and manipulate variables.
- Examine the variables pane.
- Become familiar with various variable data types and their properties.
- Configure input and output variables.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#).

Module 12: Automate repetitive tasks using loops in Power Automate for desktop

Loops are used to automate repetitive tasks by executing a block of actions multiple times.

Learning objectives

In this module, you will:

- Use simple loops to perform a given number of repetitions and iterate through data
- Deploy loop conditions in order to repeat actions until a condition is met
- Iterate through the items of a list using for each loops
- Explicitly end loops when required

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), and [how to handle list and data table variables](#).

Module 13: Adjust process behavior using conditional actions with Power Automate for desktop

Conditional actions allow you to modify flow actions at runtime, based on information available in the environment.

Learning objectives

In this module, you will:

- Use “If” conditionals
- Deploy “Switch” conditionals in order to compare a single variable with multiple possible values
- Explore additional options when evaluating conditions
- Provide default and alternative behaviors for flows based on the environment data

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#).

Module 14: Configure flow control in Power Automate for desktop

The ability to alter the order in which actions and functions are implemented is called flow control. Power Automate for desktop enables flow control through the flow control actions.

Learning objectives

In this module, you will:

- Learn how flow control works.
- Learn how to use the flow control group of actions to direct and manipulate the flow.

Prerequisites

A basic understanding of how to use the Power Automate for desktop console and flow designer.

Module 15: Generate Power Automate for desktop flows by recording

The recorder can be used to automatically generate blocks of actions, based on the user's interaction with the workstation.

Learning objectives

In this module, you will:

- Use the recorder to generate actions automating local Windows UI-based tasks
- Deploy the recorder to automate interactions with a web browser
- Preview and edit the automatically generated actions during and after the recording

Prerequisites

A basic understanding of how to use the Power Automate for desktop console and flow designer.

Module 16: Configure exception and error handling in Power Automate for desktop

Exception handling is a mechanism that allows Power Automate for desktop to handle and recover from unexpected circumstances and issues that might occur during a flow run.

Learning objectives

In this module, you will:

- Configure the exception handling properties of individual actions.

Prerequisites

A basic understanding of how to use the Power Automate for desktop console and flow designer.

Module 17: Control file and folder handling in Power Automate for desktop

Manipulating files and folders is a fundamental part of most business processes. Power Automate for desktop provides the files and folders actions to help accomplish this task.

Learning objectives

In this module, you will:

- Learn how to create flows that manage files and folders.
- Learn how to manage the properties of multiple files and folders.

Prerequisites

A basic understanding of how to use the Power Automate for desktop console and flow designer, and familiarity with managing files, folders and paths.

Module 18: Web automation in Power Automate for desktop

Web applications are critical components of most organizations. Power Automate for desktop supports the automation of all major browsers through its browser automation actions.

Learning objectives

In this module, you will:

- Learn how to configure browser automation actions.
- Learn how to extract data from web pages.
- Create a flow that extracts gainer stocks from the MSN website.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), [UI elements](#) and [variables](#).

Module 19: Use Power Automate for desktop to interact with windows and applications

UI interfaces and their components are identified through UI elements, which can be captured and used in UI/Windows-related actions.

Learning objectives

In this module, you will:

- Learn about the concept of UI elements.
- Discover the window and element-handling capabilities of Power Automate for desktop.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#).

Module 20: Excel automation in Power Automate for desktop

Power Automate for desktop provides an extensive variety of Microsoft Excel actions to help you read and manipulate Excel files.

Learning objectives

In this module, you will:

- Open Excel files and attach a process to an already opened file.
- Use the Excel group of actions to read data from and write data to an Excel file.
- Create and edit worksheets.

- Save and close Excel files

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), and familiarity with Microsoft Excel.

Module 21: Automating email handling in Power Automate for desktop

Using email services is common in business procedures and critical for most organizations. Power Automate for desktop provides various actions that enable email handling for webmail services, Microsoft Outlook, and Exchange servers.

Learning objectives

In this module, you will:

- Become familiar with the email, Outlook, and Exchange actions.
- Create a flow that retrieves, processes, and sends emails.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), [flow development](#) and [variables](#).

Module 22: Automate system, workstation, and services actions in Power Automate for desktop

Power Automate for desktop supports the automation of miscellaneous tasks, which are fundamental to the Microsoft Windows operating system, through the system, workstation, and services actions.

Learning objectives

In this module, you will:

- Automate system-related tasks with the system and workstation groups of actions.
- Automate the management of Windows services with the service group of actions.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#).

Module 23: Communicate using message boxes in Power Automate for desktop flows

Message boxes can be used to interact with a user to either request input, or to provide output.

Learning objectives

In this module, you will:

- Familiarize yourself with the various preset message box actions

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#).

Module 24: Text manipulation in Power Automate for desktop

Power Automate for desktop provides actions to help you manipulate text and datetime values. These text and datetime actions help you adopt a standardized data format in your flows.

Learning objectives

In this module, you will:

- Learn how to use the text group of actions.
- Create methods that help you process and edit text.
- Manipulate text type variables for input and output in actions and flows.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), and familiarity with manipulating text.

Module 25: Simulate mouse and keyboard actions by using Power Automate for desktop

Learn how to create flows that simulate mouse movement and clicks, as well as typing and key presses. This module also describes how to select and locate a specific image or area on the screen with the mouse.

Learning objectives

In this module, you will:

- Learn how to create a flow that simulates human interaction with a PC
- Learn how to automate simulated mouse movement and clicks
- Learn how to select and locate a specific image or area on the screen with the mouse
- Learn how to emulate typing or key presses

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), and familiarity with [handling images in Power Automate for desktop](#).

Module 26: Combine Power Automate desktop and cloud flows

This module describes how to combine a Power Automate desktop flow with a Power Automate cloud flow. It demonstrates how to call an existing Power Automate desktop flow from a cloud flow to enhance its functionality and save time when designing large, complex flows.

Learning objectives

In this module, you will:

- Create a cloud flow in Power Automate that calls a Power Automate desktop flow.
- Use the values of variables from Power Automate in a Power Automate desktop flow.
- Use the resulting variables from Power Automate for desktop in Power Automate actions.

Prerequisites

- Either a paid or trial Power Automate license.
- A work or school account to sign into your Windows device with administrator privileges and Power Automate.
- A device that runs Windows 10 or Windows Server 2019.
- Microsoft Edge (version 80 or later) or other supported browser.
- An environment with a Dataverse database.

Module 27: Database handling in Power Automate for desktop

Databases are vital components of every organization, and efficient data handling is necessary for their effective operation. Power Automate for desktop provides organizations

with the ability to automate databases through the database actions.

Learning objectives

In this module, you will:

- Compose a connection string to connect to a database.
- Use the appropriate action to run queries on a database.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), and an SQL database with at least one table that contains data

Module 28: Active Directory handling in Power Automate for desktop

Microsoft Active Directory (AD) is a directory service that enables administrators to manage permissions and access to network resources. Power Automate for desktop provides Active Directory actions to automate all related tasks.

Learning objectives

In this module, you will:

- Connect to an Active Directory server.
- Manage users, groups, and objects with Active Directory actions.

Prerequisites

- Basic understanding of [how to use the Power Automate for desktop console and flow designer](#)
- Familiarity with Active Directory
- Windows Server 2016 or later
- Administrator rights
- Access to Active Directory users and computers

- Access to the command prompt

Module 29: Scripting in Power Automate for desktop

Power Automate for desktop enables you to automate complex scenarios using scripts in VBScript, JavaScript, PowerShell, and Python.

Learning objectives

In this module, you will:

- Learn how to use scripting actions.
- Create two flows using VBScript and JavaScript.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), [flow development](#) and [variables](#).

Module 30: OCR technologies in Power Automate for desktop

Power Automate for desktop enables users to read, extract, and manage data within an assortment of files through OCR actions.

Learning objectives

In this module, you will:

- Learn how to configure OCR actions.
- Create a flow that extracts text from images using OCR technologies.

Prerequisites

A basic understanding of [how to use the Power Automate for desktop console and flow designer](#), [flow development](#) and [variables](#)

Module 31: Get started with custom connectors in Power Automate

Connectors help make it easier for app and flow makers to connect to other apps, data, and devices in the cloud. Learn how to configure and use custom connectors with Microsoft Power Apps, Microsoft Power Automate, and Microsoft Azure Logic Apps.

This module helps prepare you for [Exam PL-500: Microsoft Power Automate RPA Developer](#).

Learning objectives

In this module, you will:

- Learn about the role of custom connectors.
- Build a connector and use it in a Power Automate flow.

Module 32: Configure custom connectors with authenticated APIs in Power Automate

Custom connectors can provide access to custom or third-party APIs that are accessible via public endpoints. In this module, learn how to configure custom connectors with authenticated APIs in Microsoft Power Automate.

This module helps prepare you for [Exam PL-500: Microsoft Power Automate RPA Developer](#), [Exam PL-500: Microsoft Power Automate RPA Developer](#).

Learning objectives

In this module, you will:

- Learn about authentication options.
- Learn how to use APIs with Microsoft Azure Active Directory.
- Use a graph API from a custom connector.

- Share and move between environments.

Prerequisites

Experience with Microsoft Power Platform and Power Automate.

Module 33: Introduction to Microsoft Power Platform security and governance

Do you want to learn about how to help secure and govern Microsoft Power Platform apps like Power Automate and Power Apps? This module focuses on introducing Microsoft Power Platform environments and their role in creating Data Loss Prevention (DLP) policies by using examples and use cases. A brief introduction and overview of tools will also be discussed, including Microsoft Power Platform and Power Automate Admin experiences and Microsoft Power Platform Center of Excellence (COE) toolkit.

This module helps prepare you for [Exam PL-500: Microsoft Power Automate RPA Developer](#), [Exam PL-500: Microsoft Power Automate RPA Developer](#).

Learning objectives

In this module, you will:

- Access Microsoft Power Platform admin experiences.
- Create simple environment and tenant-wide DLP policies.
- Discover and identify the differences between the Business data group and the No-business data group.
- Learn about the differences between out-of-the-box Power Automate Admin experiences and Microsoft Power Platform Center of Excellence toolkit.

Prerequisites

A basic understanding of Power Apps and Power Automate, including their purpose and how these tools are used within an organization.

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